



FIRST THINGS FIRST

Fiscal Specialist, Finance Division

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

Serves as Fiscal Specialist in the Finance Division. Reports to the Senior Director for Fiscal Operations and receives guidance and support from the Senior Director of Fiscal Planning. Assists the Division and other FTF staff in the effective management of multiple grant programs.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. She/he will excel in detail-oriented analysis of grant activity and be able to provide excellent internal and external technical support, service and training.

Typical Duties and Responsibilities:

Under the guidance of the Senior Director for Fiscal Operations:

- Work with Regional Partnership Council Directors to develop Request for Grant Application (RFGA) documents for providing regional grant awards.
- Work with the First Things First Program Division to develop Requests for Grant Application (RFGA) documents for providing statewide grant initiatives.
- Manage the RFGA process
- Travel within the regional areas of FTF (6 Regional Areas with 31 Regional Partnership Councils boundaries) to make public presentations and meet with staff, Councils and grantees

- Receive and Review Grantee Submissions of program progress.
- Receive and Review Grantee Submission of Reimbursements to ensure accuracy.
- Prepare materials and documentation to support finance division requirements: forms, procedures, processes, training materials, presentation materials/information, etc.
- Communicate and provide technical assistance to grantees over various issues: financial reimbursement, grants management system access and use, etc.
- Participate in review of annual funding plans, grantee progress discussion, renewal of grantee processes & discussions, and provide information about First Things First funded programs to various internal and external audiences
- Other duties as assigned

Qualifications:

- B.A. or equivalent in Finance, Accounting, Public Administration or other relevant field
- Knowledge of federal and state laws regarding grant process and contracting including monitoring and compliance
- Knowledge of contract elements, terms and conditions, and legal language contained within
- Experience with Web-based applications and Microsoft Office suite.
- Experience in public presentations and training
- Professional use of written communication that is both technical as well as created for understanding by the general public
- Detail oriented with multi-task aptitude
- Creative and solution driven thinking processes
- Cooperative in working relationships
- Comfortable working with minimal supervision and maintaining multiple responsibilities
- Reliable, regular and punctual attendance at work during core business hours

Initial review of resumes will begin on Friday, March 16, 2012 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on Friday, March 16, 2012 to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 24, with a salary range of \$55,000 to \$54,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.